



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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DENNIS C. MILANOVICH
First Selectman

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DENNIS W. FRAWLEY
Deputy First Selectman

PETER J. CHARTER
MARK D. LEIGHTON
A. LEO MILLER, JR.
MICHAEL P. STUPINSKI
NANCY O. WAY

**SPECIAL MEETING
BOARD OF SELECTMEN
Monday, September 12, 2005
Town Hall Meeting Hall**

SELECTMEN PRESENT: Peter Charter, Dennis Frawley, Mark Leighton, Dennis Milanovich, A. Leo Miller, Michael Stupinski and Nancy Way

OTHERS PRESENT: Ann Harford; Mark Simpson, JI Reporter

I. CALL TO ORDER:

First Selectman Milanovich called the Special Meeting of the Board of Selectmen (BOS) to order at 7:45 p.m.

II. APPOINTMENT OF CHARTER REVISION COMMISSION (CRC)

Mrs. Way gave a brief overview of the candidates and the criteria used by the Personnel Committee to select the members.

MOVED (WAY), SECONDED (CHARTER) AND PASSED [MILLER ABSTAINED] TO APPOINT ERNEST BOOTHROYD, CHARLOTTE MURPHY, THOMAS NEESON, ATHERTON RYAN, TERRY SHOOK AND JOE WEHR TO THE CHARTER REVISION COMMISSION.

Mrs. Way suggested inviting the candidates not selected to participate in the CRC meetings.

III. REVISE JOB DESCRIPTIONS

1. Town Planner

Mr. Milanovich distributed Draft #2 of the Town Planner job description incorporating Bruce Hoben's comments (attached). The BOS made the following additional changes: Page 1, 3rd paragraph, add "and" after Planning; Page 2, 5th paragraph: do not delete paragraph; Page 4, Special Requirements: revise as follows: AICP certification eligible

2. Zoning and Wetlands Enforcement Officer

The members reviewed Draft #2 of the Zoning and Wetlands Enforcement Officer job description incorporating Bruce Hoben's comments (attached).

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE REVISED JOB DESCRIPTION FOR ZONING AND WETLANDS ENFORCEMENT OFFICER, AS SUBMITTED IN THE DRAFT #2 AND PENDING UNION CONCURRENCE. **(ATTACHED)**

IV. EVAC FEE AGREEMENT

EVAC representatives were unable to attend this meeting. This item was postponed to a future BOS meeting.

V. EVAC LAPTOP COMPUTERS

This item was postponed to a future BOS meeting.

VI. ADJOURNMENT

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 8:42 P.M.

Submitted by Mario Saurer Approved by Dennis McManus

Bruce Hoben

From: Bruce Hoben
Sent: Monday, September 12, 2005 3:25 PM
To: 'dmitanovich@ellington-ct.gov'
Subject: job descriptions

Dennis:

My comments on changes to the Town Planner and ZEO positions are as follows:

Town Planner:

1. Suggest supervision of enforcement activities be retained. Moving supervision to 1st Selectman's office can make enforcement a more political issue than necessary & supervision will vary according to expertise of Selectman.
2. Splitting commission responsibilities between ZEO & Town Planner should help to distribute workload. Suggest there be a continuing need for Town Planner to supervise Zoning and Wetlands Enforcement Officer role of providing technical assistance to Conservation Commission, Inland Wetlands, & ZBA. This supervisory relationship is needed to foster a coordinated and cooperative effort in guiding development within the Town.
3. Suggest retaining role of acting as ZEO & wetlands enforcement officer as needed. This would provide improved "counter-service" to public as recommended in Land Use Department Study.
4. Skill set should include management ability. Suggest 1st sentence on Page 4 be modified to read as follows: Ability to administer, coordinate, and manage a municipal planning and community development operation.

ZEO/WEO:

1. See comments above regarding supervision.

Bruce Hoben, AICP
Principal, Planimetrics, LLC
31 Ensign Drive
Avon, CT 06001
Tel: 860-677-5267 Cell: 860-280-5299 Fax: 860-674-2693

9/12/2005

Town of Ellington Position Description

TITLE:	Town Planner	STATUS:	Exempt
DEPARTMENT:	Planning Office	CLASSIFICATION:	E-6 5
SUPERVISED BY:	General Direction from First Selectman and Policy Direction from the Land Use Commissions	BARGAINING UNIT:	N/A

OBJECTIVES

Under the general direction of the First Selectman and policy direction from the land use commissions, oversees and performs planning services in the areas of land use, economic development, housing, population trends, potable water and waste water needs, solid waste collection and disposal, transportation, and related municipal planning areas; provides technical and administrative assistance to land use commissions and staff, including the Water Pollution Control Authority, and supervises the enforcement of land use and zoning statutes and regulations.

ESSENTIAL FUNCTIONS

Performs professional planning services in organizing, supervising and delivering technical consultation to land use and development commissions, including the Planning and Zoning Commission, the ~~Conservation and Inland Wetlands Commission, the Zoning Board of Appeals and the Economic Development Commission~~ and other land use commissions, ~~that may be established in the future.~~

Assists the Planning ^{and} Zoning Commission, Economic Development Commission and other land use commissions in the formulation of policies, plans and regulations; reviews all planning and zoning applications before the Planning and Zoning Commission; coordinates inter-agency affairs; assists applicants seeking land use permits; negotiates with applicants; performs onsite inspections, as required.

Advises and coordinates with the Planning and Zoning Commission and prospective clients; supplies current demographic and economic information; coordinates research efforts conducted by private and public agencies, and other groups; presents economic development efforts.

Supervises, directs, and evaluates the ~~Assistants Town Planner~~ and secretarial staff; establishes department priorities and plans work according to standard procedures. Organizes weekly staff meetings regarding pending land use activity and applications.

Town of Ellington
 Position Description
 Town Planner
 Page 2

Leads and coordinates the review and updating of the Town Plan of Conservation and Development. Cooperates in the development of the Town Capital Improvement Program.

Administers and coordinates the land use regulatory process by providing staff support to the Planning and Zoning Commission and ~~land use commissions~~ Economic Development Commission through attendance at meetings, preparation of technical reviews and data, drafting of recommendations on applications, regulations and plan of development, and administration of applications and permits; assists Town officials and the public with information and interpretation on local land use regulations, ordinances and policies and relevant existing and new state and federal laws and requirements.

Accumulates statistical data for analysis of changes in population, land use, and other factors affecting Town growth and development; analyzes the effectiveness of land use controls and makes recommended changes; designs and recommends land use plans and resolutions. Coordinates the review and commentary on preliminary and final subdivision and site plans, and special permit applications, for commercial, recreational, office, industrial, and residential development proposals.

~~Prepares environmental impact statements.~~

~~Maintains up-to-date inventories, maps and related information of wetlands, open space, and areas of ecological, biological, geological, and hydrological significance.~~

Performs near-term and long-range analysis and planning for orderly commercial development and retention of existing economic base.

Reviews economic base and employment data, demographic, housing, and income data for economic development.

~~Coordinates with Building Official, Fire Marshal, Assessor, and Town Clerk~~ pertinent town officials and consultants regarding various projects, applications, issues and problems for inter-department solutions.

Prepares and presents technical, statistical and narrative reports and studies as assigned by the First Selectman, Board of Selectmen and land use commissions.

Analyzes land use and economic activities and prepares recommended changes and conclusions.

Confers with and provides explanation, technical advice and information to prospective builders, the public and other Town staff and officials on matters relating to planning, land use and development.

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Coordinates Town planning programs with regional, state and federal planning agencies. Addresses public and private groups regarding planning and development matters. Participates in outside professional planning organizations to remain current on technological and legal developments and change.

Prepares and makes budget recommendations for department. Administers adopted land use department budgets.

Exercises initial judgment in adjusting grievances and complaints of planning staff and enforces any disciplinary or corrective measures.

Provides supervision and direction to contracted services as might be required.

Acts as zoning enforcement officer and wetlands enforcement officer as necessary. Provides assistance to the First Selectman with preparation of federal and state grant applications and research and staff support on special studies and projects.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of regional and community development, economic development, land use planning, open space, housing, population trends, potable water and waste water needs, solid waste collection and disposal, transportation and related municipal planning areas.

Thorough knowledge of local ordinances and regulations and state statutes relating to planning, W.P.C.A., zoning, wetlands regulations, land use and development.

Considerable knowledge of specific computer programs, including GIS networking, software applications and databases.

Knowledge of research techniques involved in community planning, including problem definition, data collection and analysis.

Ability to perform technical research and analysis in the field of planning and economic development, including its physical, social and economic aspects.

Ability to prepare and effectively present technical, statistical, and narrative reports in oral and written form.

Ability to acquire working knowledge of Geo TMS and other computer systems.

Ability to administer, ~~and~~ coordinate and manage a municipal planning and community development operation.

Ability to analyze, interpret and explain complex planning/zoning regulations and ordinances and reports and studies.

Ability to deal effectively with Town staff and government officials, developers, attorneys, and the general public.

REQUIRED EQUIPMENT OPERATION

Operate a department computer and printer, computer programs and databases, GIS networking, software application scanner, calculator and standard office equipment; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Sit at a desk or stand at assigned locations and work continuously for extended periods of time; walk distances over one mile on terrain under construction or undeveloped; work in variable weather conditions for long periods of time; drives a motor vehicle.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from an accredited college or university with a Master's degree in Urban/Regional Planning or closely related field and five (5) years of increasingly responsible experience in municipal, regional or state land use planning, including 1-2 years of supervisory experience, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

AICP certification, preferred: *eligible and must obtain such certification within 18 months of start of employment.*
 Must possess a valid Connecticut Motor Vehicle driver's license.

BOS APPROVED: 07/17/89

BOS REVISED: 01/13/03

BOS REVISED:

DRAFT

#2

DRAFT

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Town of Ellington Position Description

TITLE:	Zoning and Wetlands Enforcement Officer
DEPARTMENT:	Planning Office
SUPERVISED BY:	Town Planner <u>First Selectman</u>

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OBJECTIVES

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Under the direction of the ~~Town Planner~~, First Selectman performs inspections, investigative, enforcement, and administrative duties to assure that existing and proposed residential, commercial and other development properties comply with zoning and wetlands regulations of the Town and with related state and federal statutes and regulations. Organizes work to ensure compliance with the decisions and regulations of the Planning and Zoning Commission and the Inland Wetland and Watercourses Agency. Prepares statistical and narrative reports for the Planning and Zoning Commission.

ESSENTIAL FUNCTIONS

Performs on-site and administrative reviews for zoning and wetlands permit applications. Reviews erosion and sediment control plans for compliance with zoning and wetlands regulations; and verifies proper installation of approved erosion control devices. Issues certificates of zoning and wetlands compliance. Confers with land-use, legal and other professionals. Reviews files to determine existing approved uses.

Organizes work to provide regular and periodic inspection of properties throughout Town for zoning and wetlands compliance. Receives and investigates zoning and wetlands violation complaints. Issues violation notices to violators. Follows up to assure violations are corrected. Issues cease and desist orders as necessary. Confers with the Town attorneys on enforcement or interpretive matters and enforcement of petition procedures. Appears in court as necessary, to support enforcement or petition procedures.

Responds to public inquiries regarding regulations impacting specific properties and uses.

Provides information and technical assistance to the ~~Planning and Zoning Commission~~ Conservation Commission, ~~Inland Wetlands and Watercourses Agency~~, Zoning Board

of Appeals and the public. Attends commission night meetings and responds to agenda items related to assigned work.

Coordinates activities with other Town departments and maintains working relationships with zoning and wetlands personnel in neighboring communities. Organizes and maintains files on inspection, review and application work.

~~Recommends site bond amounts and administers Erosion Bond Program.~~

Participates in ongoing professional education and training regarding zoning and wetland matters, and retains membership in appropriate professional organizations.

Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Town Zoning and State Inland Wetland and Watercourses regulations and enforcement procedures, construction practices, land-use legislation, and natural resource management.

Knowledge of zoning and land-use regulations and statutes.

Ability to deal effectively with other staff, professionals, the media and the public, and to gain their cooperation in matters of zoning and wetlands regulation.

Working knowledge of the Guidelines for Soil Erosion and Sediment Control.

Ability to enforce regulations uniformly and impartially.

Ability to write clear and concise reports.

Ability to organize materials and present information in legal proceedings.

Ability to prepare and present written and oral reports.

Ability to make presentations before large groups of people concerning land use regulations.

Ability to read and interpret appropriate plans and documents.

REQUIRED EQUIPMENT OPERATIONS

Operates a personal computer for database management, word processing, spreadsheets, GIS and standard office equipment including a camera and camcorder; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Ability to make inspections in field locations. Ability to climb and crawl to remote sites to perform inspections. Ability to walk on rough terrain. Ability to work in poor weather conditions, including heat, cold, rain or snow. Some highway and rough terrain driving.

REQUIRED QUALIFICATIONS (Minimum)

Associate's Bachelor's degree in municipal, ~~or~~ regional or environmental planning or a closely related field, and two (2) years of increasingly responsible zoning and wetlands enforcement work or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Zoning Enforcement Officer and Inland Wetlands Enforcement Officer certification.

Must possess a valid Connecticut motor vehicle driver's license.

BOS APPROVED: 07/17/89

BOS REVISED: 09/15/03
